



Martensville High School

Learning, Understanding, and Caring for all

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Martensville High School

Student Handbook

2016-2017

Welcome to Martensville High School! This handbook outlines many of the rules, expectations, initiatives, and opportunities that will form your experience here.

Learning, Understanding, and Caring for all.

This is the new Vision Statement for Martensville High School. Developed by stakeholders of Martensville High School (community members, parents, etc) in 2010, this statement expresses the wishes and hopes of the community for their school and for the students who are served by it. It is the mandate of those who work in Martensville High School to align all that they do to this vision.

Principal's Message

Welcome to Martensville High School! I'm glad you are here and I hope I can help make your time here enjoyable, productive, and memorable. You will be challenged here everyday by your teachers, your coaches and your peers. You will be asked to work hard and to do your best no matter the situation. And guess what...you can do it. Attending Martensville High School means something. It means that you are committing to:

Making great memories
Having a positive attitude
Striving for Success

That's *The Royals Way*. I expect you will rise to the occasion and embrace it. You can do it!

Brad Nichol
Principal

Character Education

What is character? It is the way you carry yourself, the way you act on your own, the way you act around others. Character can make you or break you. It is what people will remember about you.

At Martensville High School we believe that character counts. We also believe that character needs to be modelled, taught, and learned. We use three approaches to help all the members of Martensville High School foster good character traits.

The 7 Habits of Highly Effective People

1. **Be Proactive** – take responsibility for your life.
2. **Begin With the End in Mind** – Define your mission and goals in life.
3. **Put First things First** – Prioritize and do the most important things first.
4. **Think Win – Win** – Have an “everyone can win” attitude.
5. **Seek First to Understand, then to be Understood** - Listen to People
6. **Synergize** – Work Together to achieve more.
7. **Sharpen the Saw** – Renew yourself regularly.

The *7 Habits of Highly Effective People* are proven life-long habits that help students develop in the areas of independence and interdependence. The first 3 habits, deal with helping students become effective individuals, while habits 4, 5, and 6, seek to help students interact effectively and positively with others. The 7th habit is about renewal and taking time to re-charge and care for the self. Each classroom should have the 7 Habits posters present and prominent and your teachers will refer to them with you on a regular basis. Daily announcements also have a quote at the bottom that is tied directly to one of the *7 Habits*. Take time to read the quote and make it meaningful for your life.

Virtues

Martensville High School supports the Virtues Project. Virtues are good qualities that can help direct our lives and the lives of others in positive ways. Every month we celebrate a new virtue...preparedness, patience, kindness for example. Each month, teachers share the new virtue with their students and take some time then and throughout the month to address how that virtue can be lived and applied. Posters for each virtue are prepared by the photo classes to accompany each virtue. s

The Royals Way

Developed with the student body, the Royals Way is a simple and basic code of conduct that acts as a standard expectation for how students and staff (Royals) will conduct themselves. A poster with the three statements should be posted along with a poster that unpacks the three statements prominently in each classroom. Again, teachers and students will refer to this initiative on a regular basis to address issues of good conduct.

Make Great Memories – Never at the expense of others or property.

Have a Positive Attitude – Be optimistic, believe you can, don't be afraid, take positive risks, think win- win, support each other

Strive For Success - Be here, Be on time, Be prepared

The Education Act and Regulations (1978)

Our actions at Martensville High School are guided by the Province of Saskatchewan's Education Act. The most frequently accessed sections include sections 149 and 150.

Section 149 - Duties of Pupils

In the exercise of his right of access to the schools of the Division and to the benefits of the educational services provided by the Board of Education, every pupil shall co-operate fully with all persons employed by the Board and such other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or such special or ancillary services as may be provided or approved by the Boards of the Department and, without restricting the generality of the foregoing, every pupil shall:

- 1) attend school regularly and punctually;
- 2) provide him/herself with such supplies and materials not furnished by the Board of Education as may be considered necessary to his courses of study by the principal;
- 3) observe standards approved by the Board of Education with respect to the cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of other persons; be diligent in his studies;
- 4) conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm, and judicious parent.

Section 150 - Every Pupil Shall be Accountable:

- to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of school hours.
- to the Principal for his general deportment at any time that he is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and his place of residence;
- subject to stated policies of the Board of Education, to the driver of the school bus, and to any other person appointed by the Board for the purpose of supervision during hours when pupils are in the personal charge of such employees of the Board, and those employees shall be responsible to and report to the Principal in accordance with the procedures approved by the Board.

School Operations: Policies, Procedures Routines

Attendance and Lates

BE HERE! – More Students In School More Often

Attendance is taken at the start of every period. It is the responsibility of the student to be in class on time. Students knowing they will be away must have their parents contact the school prior to the absence so that it can be cleared ahead of time (or within 48 hours after the absence). **Our attendance line is 931-2350.**

Homes of students who are unexcusedly absent will receive an automated phone call and / or text message from the school on the day of the absence. Class go out at 9:30 am and 3:30 pm. If the absence is to be excused, the parent must phone to do so within 48 hours of the absence. Students may also be asked to make up time after school for unexcused absences. Attendance is tracked closely and if a pattern of unexcused or even excessive absences occurs, families and students are notified that the situation and placement in the course is under review. Patterns of excessive absences may result in removal or withdrawal from classes.

Students arriving late to school will fill out late slips and will not be allowed into classes without one. Students who develop a pattern of late arrival to classes will be brought to the attention of the office. Contact with home will take place and an action plan (which may include detentions, etc.) will be developed to fix the problem. Should the problem continue, review of student standing will take place.

Parents and guardians are able to log into the Powerschool website to check on student attendance and academic standing at any time. This can be set up through the school.

Long Term Absences and Holidays

It is not uncommon for families to take holidays during the school year. If families are anticipating having their students out of class for holidays for more than five days, we request that an extended absence form be completed and returned to the office. Students absent for more than 10 days (excused) will be required to participate in final exams or final evaluations as assurance that the student has met the required learning objectives for the course (see Recommends Policy).

Addressing Staff Members

Staff members of Martinsville High School are to be addressed formally with the appropriate title (Mr., Mrs., Miss, or Ms.) followed by the teacher's last name.

Bell Schedule 2016-2017

Period 1 – 8:55 – 10:00

4 minute break

Period 2 – 10:04 – 11:05

4 minute break

Period 3 – 11:09 – 12:10

Lunch 12:10 – 1:00 (50 min)

Period 4 – 1:00 – 2:01

4 minute break

Period 5 - 2:05 – 3:06

Powerschool

Martensville High School uses the Student Information System called *Powerschool*. This system allows students, parents, and guardians to view student attendance and academic performance at any time from any computer. Parents and guardians will be provided with secure logins and passwords to access this information.

Dress Expectations

In order to ensure student comfort, hygiene and a positive learning environment in the school, students shall dress in an appropriate manner. Clothing should be clean and in good repair.

Expectations

1. If shorts are worn, they are to be a walking style short rather than a gym short.
2. Tops are to be appropriate and modest.
3. Muscle shirts, under shirts, spaghetti straps, tube tops, backless tops, "short" tops, see through or mesh tops are not allowed.
4. No underwear should be showing.
5. No cleavage (butt or chest) should be exposed.
6. Not allowed in school is clothing bearing slogans or images which:
 - are vulgar, profane, obscene, sexually suggestive, prejudicial, sexist or demeaning to any person or group of people,
 - portray nude or scantily clad people,
 - advertise or promote the use of alcohol, drugs, or tobacco products.
7. Caps, hats, toques, bandanas, kerchiefs, and other types of head covering or sunglasses are not to be worn in the school at anytime.
8. Students are expected to leave gloves, scarves and winter parkas in their lockers.

Note: Students deemed to be wearing clothing that does not meet with the dress code will be required to change.

Feedback, Assessment, and Evaluation

It is expected that students attempt to engage with the curriculum, their teachers, and their peers to make the most of the learning opportunities and experiences. It is our goal that students will not only know what they are learning, but also how the learning is going, and what they can do to improve their learning.

All Ministry Approved Curricula ask teachers and students to continually focus on three Broad Areas of Learning: Citizenship, Life-Long Learning, and Sense of Self. In addition to regular classroom assessments and evaluations, teachers will provide students the opportunity to regularly self-assess their own Broad Areas of Learning. Additionally, students will be asked to reflect upon and consider their Work Habits.

Martensville High School students will regularly be encouraged to consider this question: "How is this course / grade / school helping me to better know myself and prepare me for a positive future."

Fulltime Students

Fulltime students at MHS are expected to take no less than 3 courses per semester. Students can take up to five credits in one semester. In circumstances where students take fewer than 3 courses per semester, they may be expected to attend only those classes and leave the campus when not in classes.

Online Classes

Students wishing to take an online class will be considered eligible to do so if:

1. The school does not offer the course.
2. The online class will not cause the student to exceed 5 classes per semester.
3. The student has an aptitude and work ethic deemed necessary for success in online classes.

PSSD may cover the cost of students taking an online course if the student meets the criteria listed above.

Academic Intervention

Students who are struggling to be successful in one or more classes will go through a process of intervention, wherein meetings take place with teachers and contact is made with home, to attempt to improve student learning. Students on an Academic Intervention list will meet regularly with the school principal / vice principal or until the learning improves. Academic Intervention is a support for students.

Late and Missing Work

Student work is intended to show evidence of student learning. It is important that assigned work comes in in a timely manner. Students failing to turn in or complete assignments in a timely manner will be assigned a supervised support time over the lunch hour in the library to get the work done.

Final Exams

All Students will write all of their scheduled Final Exams during the pre-determined examination time.

Missed Tests or Exams

- Students who miss a scheduled test must have their parent or guardian contact the subject teacher immediately.
- Students who are absent on the day of a test are expected to write the test on the first day they return to school, unless they have made prior arrangements with the subject teacher or there are extenuating circumstances involved.
- Students should not automatically expect class time to write a missed exam and should be prepared to write the missed exam before school, at noon or after school if necessary.

Graduation

The list of students eligible for graduation is typically set at the start of the second semester. It will be reviewed and confirmed following the third report card. To be eligible for graduation exercises, a student:

- Shall be taking sufficient credits to satisfy the requirements of the Department of Learning for a Grade 12 diploma.
- Shall have no subject average less than 40% on the Third Report Card, unless the subject is an elective in excess of 24 credits.

The school and its staff will not become involved in any activities following the formal exercises. The involvement and responsibility of the school ends with the formal exercises.

Theft Prevention/ Lost and Found

The school will not be responsible for lost or stolen items. Large sums of money and/or valuable items should not be brought to school. Unfortunately, theft does occur from time to time. Students must take the following necessary precautions to help prevent theft and loss:

- 1) Mark all clothing, books, and belongings clearly and permanently
- 2) Keep all clothing, books, and belongings in their locker and keep it LOCKED at all times.
- 3) Keep lock combinations absolutely private.
- 4) Store large amounts of money or valuables at the office if, in exceptional circumstances, there is no choice but to bring such items to school. Lost or stolen articles must be reported immediately to the appropriate subject teacher or the administration. The sooner articles are reported missing better the chances are for recovery. Articles that are found should be turned in immediately to the office.

Damage to School Property

Students responsible for damage to the school building, equipment or property will be required to make restitution. Further disciplinary action may also result.

Student Parking and Driving

1. Municipal and Provincial traffic laws apply to the student parking lot.
2. Speed limits in school zones are 30 k/ph.
3. **Student Parking is now in the Martensville Athletic Pavilion. (Students will park at the MAP and walk down the corridor adjacent the back alley and enter the school through the North-East doors.)**
4. Students violating the above or driving in a reckless manner on or near campus will be subject to disciplinary actions and / or be reported to the R.C.M.P.

Use of Lockers

Students are assigned specific lockers and are not to switch without permission from the office. Students shall purchase their locks from the school office and will be held responsible for keeping their lockers locked at all times.

Unlocked lockers at our school have caused significant expense and wasted time due to lost and /or stolen property, increased locker damage (doors/hinges) and sorting out locks which have been stolen or switched and locked on lockers. Students who choose to leave their lockers unlocked will eventually lose the privilege of having a locker.

Students will be held responsible for ensuring that no volatile, toxic, or otherwise objectionable or illegal materials are stored in their lockers. **The school reserves the right to examine lockers at any time.**

Smoking / Tobacco / Vaping Products Policy

This policy pertains to both smoking (cigarettes, cigars, pipes, e-cigarettes, vaporizers, etc.) and smokeless (snuff, chewing tobacco, etc.) tobacco products. **Smoking on school / public property is illegal. Persons caught using tobacco or vaporizing products on school property are now subject to legal repercussions (which may include fines), as well as school disciplinary action. .**

- 1) The use of tobacco and vaping products must take place off school property. This includes within vehicles located on school property.
- 2) Students will only take out, light up, smoke, and butt out off school property.
- 3) Any tobacco / vaporizing products and equipment can be seized if found on school property (i.e.: in jackets, lockers, backpacks, etc.).

Violations of these guidelines will result in disciplinary action including “in school” and “out of school” suspensions.

Drug and Alcohol Use Policy

Martensville High School has zero tolerance for the possession or use of alcohol or drugs at any school related activities or functions or on school property at any time. Therefore any MHS student caught either in possession of or having consumed alcohol or drugs, on or off school property during school hours or on school property after school hours, will be subject to the following sanctions:

- 1) The student will be immediately removed from the activity and the parents/guardians will be called to pick up their child.
- 2) The student will receive an out-of-school suspension of one to three days.
- 3) The student may be suspended from all school activities and trips for one calendar year (including graduation).
- 4) The student will be required to meet with the administration and school counselor prior to his/her return to classes.
- 5) The student will be required to attend follow-up sessions with the school counselor at the discretion of the administrative-counseling team.
- 6) Involvement of the police will occur at the discretion of the administration/staff.

Cell Phones

- Students are **not allowed** to use cell phones during class time unless the teacher deems them necessary for learning to take place.
- Phones may be collected by the teacher at the start of or during class time.
- Students can always be reached for emergencies by phoning the office.
- **Students will not be permitted to have cell phones / MP3 players in their possession during tests or exams.**
- Students wishing to use the washroom or get a drink during class time will leave their cell phones in the classroom. This is a school safety measure.

M.H.S Dance Guidelines

- 1) A one-way door policy will be in effect. Students who leave, at anytime will not be readmitted.
- 2) Students who will be arriving late to the dance will need permission from Administration or an SRC advisor to do so. These students will be placed on a “late” list no later than one day before the dance.
- 3) All guests (non students of MHS) must be cleared by the school administration at least 3 days before the dance.
- 4) A minimum of six parent chaperones and six staff members will be required for each dance. These chaperones will need to arrive 30 minutes before the start of the dance.

- 5) There will be a compulsory coat/bag check in effect. Any student who refuses to check his/her coat or purse/bag/backpack will be asked to leave.
- 6) Students with an unexcused absence on the day of the dance will not be permitted to attend the dance.
- 7) Any student suspected of being under the influence of drugs or alcohol will not be permitted entrance into the dance. Any student caught drinking/smoking during the dance will be removed and will not be allowed to participate in SRC activities for the remainder of the year. In addition, these individuals will be dealt with by the school administration and/or the RCMP and further consequences may apply.
- 8) School dress code will be in effect.

Behaviour Policy

Students who have three or more incident reports and/or an attendance issues within this school year:

- 1) may not be allowed to participate in extra-curricular or co- curricular activities.
- 2) may not be allowed to participate in any school or class organized trips.
- 3) may be removed from an extra-curricular activity to which they currently belong.

Discipline Basics

Failure to conform to appropriate behaviours may result in the student being referred directly to the office where the principal and / or vice principal will intervene with the desired result of correction, resolution, and restitution.

Immediate parental contact is typical in such cases. Consequences for inappropriate behavior are generally tangible and immediate, typically increasingly so with the severity or repetitiveness of the behavior.

Emergency Response Preparedness

Every school is expected to have several fire drills each year as well as “Lockdown” drills. Brochures for these procedures are in each classroom and will be reviewed annually. In the cases of drills and or actual emergencies, students must remain accountable to the teacher or immediate supervisor prior to being returned to class or released to parents or guardians.

Bullying and Harassment

Incidents of Bullying and Harassment can occur. Martensville High School, in accordance with the Prairie Spirit School Division takes incidents of bullying and harassment very seriously. Below is some information on our policy and protocols around bullying and harassment.

Harassment: Unwanted behaviour perceived to be hurtful or intimidating is considered harassment, regardless of how often it occurs. Harassment can consist of a single incident. It is common, however, for harassment to involve a series of unwanted, often subtle, incidents over time.

Bullying: Bullying is repeated harassment. It is unwanted physical, verbal, psychological, or sexual treatment which is repeated over time.

Types of Harassment

- 1) *Physical:* involving contact in some way with the physical person of the target. Examples include hitting, grabbing, pushing, using a weapon, etc.

- 2) *Verbal*: involving using words in some way to hurt or intimidate another person. Examples include name-calling, demeaning language, racial slurs, rumors, etc.
- 3) *Social*: Harassment may not necessarily involve direct physical or verbal contact. Examples include purposeful exclusion, refusal to work with a person, inciting a group to reject someone, etc.
- 4) *Sexual*: involving unwanted sexual activity or attention. It may involve remarks, gestures or actions of a sexual nature that result in a person feeling unsafe or uncomfortable. Examples include unwelcome physical contact, rude jokes or sexually suggestive remarks, threats or bragging about sexual prowess, requests for sexual favors, etc. It may also involve displaying pornographic or offensive material.
- 5) *Cyber bullying*- the use of computer technology to repeatedly invoke one or more forms of harassment.

All bullying is serious, increasingly so as the imbalance of power between the bully and the target of the bullying increases.

Responsibility of Students Observing Harassment

It is considered to be everyone's duty to respond to harassment. When students observe harassment they are encouraged to offer assistance to the target. This may be done in the following ways in any order:

- asking the target if he/she wants help
- telling the aggressor to stop if safe to do so
- reporting the incident to an appropriate supporting adult

The supporting adult will report the incident(s) or issue to the administration where a formal or informal investigation and resolution process will be determined.

Students found guilty of bullying or harassment must

- Cease, Reflect and Empathize
 - Aggressor must stop the behaviour.
 - Aggressor should be directed to reflect empathetically upon the behaviour.
 - Aggressor may be referred to school counsellor

Extra-Curricular

Involvement in extra-curricular activities, teams, and / or clubs is one of the best ways to enrich your school experience. An Extra-Curricular Assembly will take place at the start of each school year to promote our sport and club offerings. They are offered for you. Get involved!

Computer / Account Usage

Using school computers is a privilege not a right. Each student receives an account (with a username and password) and space on the school server to save their work. Student accounts can be accessed at any time by school administration. Computer usage – including internet activity – is monitored by the school division. Students using the computers inappropriately (inappropriate use of the internet, etc) will have their accounts suspended. Students caught vandalizing school computers (keyboard / mice / etc) will lose computer privileges and be charged the full replacement cost.

At the end of each year, stored student files are wiped clear. Students wishing to save any of their files should do so using their own storage device by the end of the school year.